



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 7/21/06

JOB TITLE: Occupancy Specialist I

SALARY: (R8) (\$ 33,000) - (\$ 46,440)

DIVISION: Property Management

FL STATUS: Exempt ☒ Non-Exempt ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Maintain database for each assigned development through the electronic submissions of TRACS; process Section 8, 236 and market tenant certifications and recertifications for assigned developments; assist on-site managers in the implementation and interpretation of HUD rules and regulations and in determining tenant eligibility; review and approve Section 8 and existing Section 8 HUD vouchers on a monthly basis; process vacancy payments; monitor late tenant recertification; conduct on-site inspections of tenant files; update rent schedules; and other related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Two (2) year college degree.

2) EXPERIENCE / SKILLS:

Three (3) years of related experience; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities. Knowledge of HUD rules and regulations as well as HMFA statutes and regulations; ability to accurately enter and retrieve computer data; perform mathematical computations; work independently; communicate effectively orally and in writing and accomplish multiple assignments simultaneously.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858.

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.